

## State of Vermont Internship Program

### *Internship Opportunities* *Fall 2009*

#1:

**Foster Home Recruiter, Newport**

*Agency of Human Services, Department of Children and Families, Family Services Division*

**Position Objective:** To provide community education regarding the foster care system, involve local partners in the foster care system and recruit more homes.

**Major Tasks:** Assist the Resource Coordinator with recruitment, perform outreach, attend informational events, create and distribute marketing materials.

**Final Product or Outcome:** Increased community awareness regarding foster care and a new list of community partners willing to support the efforts of the division.

**Estimated Hours per Week:** 10+ hours per week, flexible

**Compensation:** Unpaid

**Minimum Qualifications:** The ideal candidate will be personable and able to work both independently and with a team. Must abide by confidentiality rules and have own transportation.

#2:

**Accounting Course Developer, Montpelier**

*Agency of Administration, Department of Finance and Management, Division of Financial Relations*

**Position Objective:** To develop and prepare to implement an accounting course for State employees who perform accounting and finance functions in departments and agencies. The course objective is to integrate accounting concepts, the State's accounting system and representative examples.

**Major Tasks:** Research the course background to date, investigate other State's and municipality's course offerings, understand the State's accounting system and governmental accounting from a high level, outline course content, develop slides, teaching notes and supplemental material.

**Final Product or Outcome:** A PowerPoint presentation that will be used to teach the "VISION Accounting 101" course. The presentation should include teaching notes and supplemental materials.

**Estimated Hours per Week:** 20 hours per week, flexible

**Compensation:** Unpaid

**Minimum Qualifications:** The ideal candidate will have a combination of accounting expertise, accounting systems knowledge, government accounting awareness, and the ability to develop teaching or training materials.

**Internship Opportunities are added regularly, so please check back soon!**

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